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Civil Engineering

FACILITIES MANAGEMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 82 CES/CECD (Mr. Brent Harper)

Certified by: Lt Col William H. Martin, Jr.

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HQ AETC/CE

This instruction implements AFPD 32-10, *Installations and Facilities*, and establishes a formal Facilities Management Program (FMP) according to Sheppard Facilities Board (FB) guidance 31 Mar 98. It provides the framework for the program and defines responsibilities of senior organizational commanders (SOCs) and their Facilities Coordinators (FCs), and the Base Civil Engineer (BCE). It establishes general guidelines of a program that will have work identified in the civil engineer work order system reflecting the priorities and approval of the SOCs through a formalized process. This instruction applies to all assigned and tenant units on Sheppard Air Force Base.

Section A -- Scope and Purpose

1. The objective of the FMP is to promote effective expenditure of BCE resources consistent with the priorities and needs of the base. This is accomplished by establishing a structure so each organization may assess and advocate requirements to support its mission. Specific goals of the program are to:

1.1. Provide, operate, maintain and protect facilities and infrastructure required for effective mission support at the lowest life-cycle cost.

1.2. Provide and retain the minimum number of facilities necessary to effectively support the mission and people at the lowest life-cycle cost. The installation will deactivate or dispose of any facilities excess to requirements.

1.3. Find and employ ways to gain the greatest value from manpower and dollar resources used in constructing, operating and maintaining real property facilities.

1.4. Foster user advocacy of work requirements by advocating and establishing decision-making and monitoring processes at the organizational level and promoting better scope definitions and strong justifications.

1.5. Maintain the amount of data in the civil engineer interim work information management system (IWIMS) to a size that can be effectively managed.

1.6. Improve communications and make informed decisions based on mission requirements through an established process that encompasses the fundamentals established by AFPD 32-10.

Section B -- Terms

2. Terms applicable to this instruction are as follows:

2.1. Facility Management: All management actions affecting the function, use and upkeep of a facility. This includes maintenance and repair, alteration, space utilization, and energy management.

2.2. Facility Coordinator (FC): The representative of each organization (group or wing level) delegated the responsibility to provide liaison between the organization and civil engineering on matters regarding facility management. This individual is responsible to the SOC in conveying to civil engineering organization priorities consistent with the goals of this instruction.

2.3. Senior Organizational Commander (SOC): A group commander assigned to the 82 TRW. Also the 80 FTW Commander.

2.4. Civil Engineer interim work information management system (IWIMS): Computer database which tracks status of civil engineer data, including information on work requests submitted by base organizations.

Section C -- Responsibilities

3. This instruction establishes the following responsibilities and authorities:

3.1. The SOC (assisted by staff) is responsible to ensure work identified for accomplishment is valid and sustains their mission in the most cost-effective manner. Each SOC should take an active role in the FMP by actively participating in the process and providing guidance to subordinates to ensure everyone in the organization knows how the process works. This will ensure that all facility matters are reviewed to provide the greatest value from manpower and dollar resources based on mission needs, not personal preferences. The SOC's should provide continual insight and oversight to the organizational FMP ensuring success. Each SOC will:

3.1.1. Designate in writing a FC to act as the organization's focal point for facility management actions.

3.1.2. Establish an internal process for validating and prioritizing the organization's facility requirements.

3.1.3. Ensure all work identified by units within the organization is necessary to effectively meet and sustain the mission.

3.1.4. Control the work flow from the organization to civil engineering to an amount that can be effectively managed and accomplished.

3.1.5. Defend and justify organizational requirements to the FB.

3.2. The FC is the organization's focal point in the process for validating and prioritizing facility requirements (space utilization, energy conservation, etc.) and work requirements (maintenance, repair or alteration). The individual performing the duties should have sufficient rank and authority to make decisions based on the organization's overall commitments, resources and mission needs guided by the SOC's oversight. The FC acts as the SOC's representative on work requirements discussed in this instruction. Each FC will:

3.2.1. Oversee the day-to-day validation and processing of work and facility requirements that are not routine maintenance and repairs and direct scheduled work or emergency actions necessary to prevent or reduce facility damage.

3.2.2. Assist the SOC in the establishment of procedures for submitting and tracking work requirements to accomplish facility maintenance, repair and minor construction work.

3.2.3. Work directly with the SOC to develop and maintain a validated and prioritized list of projects by contract and a separate list of work requests for in-service civil engineer accomplishment. These lists will reflect the commander's needs, priorities and any commitments for funding of organizational requirements.

3.2.4. Serve as an advisor to the civil engineer community, FB, internal organizational members and building managers.

3.2.5. Assist in resolving critical issues to ensure work requirements are effectively accomplished with the lowest life-cycle cost.

3.3. As part of the mission of the Civil Engineer, the BCE plans, directs and coordinates all civil engineering activities related to base real property assets. The duties of the BCE include the overall management of all real property assets; utility support; maintenance and repair of existing structures and equipment; program, design and construction of new facilities; custodial, sanitation and entomological services; fire protection and prevention; and environmental management. The BCE is guided in installation and facility matters through a multifunctional team approach centered on the commander-chaired FB and Environmental Protection Committee. The BCE will facilitate the FMP as follows:

3.3.1. Issue guidance, as necessary, to supplement this instruction and provide appropriate training for FCs.

3.3.2. Assist SOC's and their organizations in the development of organizational processes.

3.3.3. Work through the FCs on all facility related matters except as noted in 3.2.1.

3.3.4. Develop a comprehensive guide on how the BCE does business. Educate the base populace by providing continual information concerning engineering practices, guidelines, limiting factors of engagement and any other pertinent data.

3.3.5. Provide information on work in progress, planned, approvals, costs, timing and any other data required for the FCs to effectively manage the FMP.

3.3.6. Provide updates to the FB on in-house capabilities, projected work scheduled, work stoppages and other information pertinent to board members to effectively manage the FMP.

3.3.7. Obtain FB approvals on all projects by contract.

Section D -- Procedures

4. The SOC will develop a list of work identified by the organization and prioritize according to procedures developed by the BCE. Each FC will regularly discuss with the Base Development Section (82 CES/CECD) projects identified by their organization and their priorities.

4.1 The SOC will assure that projects within their top 10 are stable and viable. Once a project is identified within the top 10, it should remain there until executed.

4.2 The FC will review all work requests to assure each is complete and accurate before submitting to the BCE. Each work request shall be submitted to the appropriate Area Maintenance Unit (Zone) for inprocessing. The BCE shall advise the FC, after each work request has been approved, whether it will be completed by in-house forces or by contract. The FC will advise the BCE if the method of execution is unacceptable.

5. The FMP is not a mandate on how each organization must identify, validate and make known its requirements. It develops a structure wherein *all* installation organizations participate and partner in the decision-making process. The process is intended to ensure limited civil engineer resources are applied first to the most pressing organizational needs. The BCE will supplement this instruction with more specific procedures and guidelines and establish a defined process of operation.

6. The 82d Support Group will partner with all tenant units and will act as liaison for the 82d Training Wing. In accomplishing this, the FC for the 82d Support Group will act on behalf of these units as their representative on work requirements discussed in this instruction.

TIMOTHY J. KAUFMAN, Colonel, USAF
Vice Commander